

R 272013Z FEB 01 ZYB ZYW
FM CNO WASHINGTON DC//N789H//
TO CMC WASHINGTON DC//ASL/ASM/MMEA84A//
CINCPACFLT PEARL HARBOR HI//N4331//
CINCLANTFLT NORFOLK VA//N437//
COMNAVAIRSYS COM PATUXENT RIVER MD//PMA205/AIR3.4//
CNET PENSACOLA FL//ETE32//
COMNAVAIRPAC SAN DIEGO CA//N422F/N82/N822//
COMNAVAIRLANT NORFOLK VA//N422F/N84/N84F//
COMNAVAIRESFOR NEW ORLEANS LA//N72/N3/N392/N71/N721//
COMMARFORLANT NORFOLK VA//G3/G6//
CG TRNGCOM QUANTICO VA//C473/C475//
NAVMAC MILLINGTON TN//10/33/50//
EPMAC NEW ORLEANS LA//20/50//
BUPERS WASHINGTON DC//PERS22/PERS404//
COMNAVPERSCOM MILLINGTON TN//PERS40/PERS404//
COMMARFORPAC CAMP SMITH HI//G3/G6//
COMMARFORRES NEW ORLEANS LA//G3/G6//
NAVAIRWARCENTRASYS DIV ORLANDO FL//11A3//
EAMTMU PENSACOLA FL//OIC//
NATTC PENSACOLA FL//00/30/40//
INFO NAESU PHILADELPHIA PA//013//
NETPDTC PENSACOLA FL//N311//
NATEC SAN DIEGO CA//3.7.4B//
NATEC NORFOLK VA//JJJ//
NAMTRAGRU DET OCEANA VA//JJJ//
BT
UNCLAS
MSGID/GENADMIN/CNO N789H4//
SUBJ/CASS MAINTENANCE TRAINING REQUIREMENTS REVIEW (MTRR)//
REF/A/DOC/OPNAV/19JUN1974//
REF/B/DOC/OPNAV/01JUN1995//
REF/C/DOC/OPNAV/06MAR1991//
REF/D/DOC/OPNAV/10OCT1995//
NARR/REF A (OPNAVINST 1500.11G), REF B IS THE OPNAVINST 4790.2G.
REF C (OPNAVINST 1500.66) PROVIDE GUIDANCE AND JUSTIFICATION FOR
THE MTRR/ATTR. REF D (OPNAVINST 1500.69A), IS THE NAVY TRAINING
REQUIREMENTS REVIEW (NTRR) INSTRUCTION.//
POC/MGYSGT GRAVATT/-/N789H4/-/TEL:664-7722//
RMKS/RMKS/1. MAINTENANCE TRAINING REQUIREMENTS REVIEW (MTRR)
PROGRAM OBJECTIVES ARE TO REVIEW FORMAL AND PRACTICAL SCHOOL
CURRICULA, IDENTIFY TRAINING DEFICIENCIES, AND INITIATE PROGRAM
ACTIONS TO ACHIEVE EFFECTIVE, COORDINATED AND STANDARDIZED TRAINING.
REVIEW PROCESS ALSO ENSURES PLANNED SKILL PROGRESSION BETWEEN "A"
SCHOOLS, PIPELINE TRAINING AND FLEET FOLLOW-ON TRAINING. SUBJ MTRR
WILL CONVENE 02 THROUGH 06 APR 01 AT NAS OCEANA, VA. IAW REFS A
THROUGH D, THE MTRR WILL REVIEW SCHOOL CURRICULA, AND/OR ESTABLISH
TRAINING FOR CASS COURSES AND THE FOLLOWING NEC'S AND
MOS'S:

NEC'S: 6704, 6705, 6723, 6724,
MOS'S: 6467

2. REVIEW OBJECTIVES:
 - A. REVIEW AND DEVELOP TRAINING TRACKS TO SATISFY JOB SKILL REQUIREMENTS.
 - B. REVIEW COURSE CURRICULA AND MASTER SCHEDULES.

- C. IDENTIFY INCOMPATIBILITIES BETWEEN MANNING DOCUMENTS, SKILL REQUIREMENTS AND TRAINING TRACKS.
 - D. VALIDATE TRAINING TRACKS WITH NEC MANUAL, NAVY INTEGRATED TRAINING RESOURCES ADMINISTRATION SYSTEM (NITRAS) DATA AND CATALOG OF NAVY TRAINING COURSES (CANTRAC) FOR COMPATIBILITY.
 - E. REVIEW TRAINING TRACK/COURSES TO ENSURE REQUIREMENTS ARE FULFILLED.
 - F. REVIEW PERTINENT INFORMATION/MATERIAL FOR ALL NAVY/MARINE UNIQUE STAND ALONE COURSES (TYPE F) TO ENSURE INFORMATION IS CURRENT AND STILL REQUIRED.
 - G. IDENTIFY TRAINING DEFICIENCIES AND PROGRAM CORRECTIVE ACTIONS.
 - H. CONSIDER AND RECOMMEND CONSOLIDATING EXISTING NEC'S WHERE FEASIBLE. RECOMMEND NEW AND DELETE OLD NEC'S AS APPROPRIATE.
3. NAVAIR SHALL ENSURE ALL OUTSTANDING LOGISTIC ACTION ITEMS (RE: ILSMT, NTSP) PERTAINING TO TRAINING ARE FWD TO CNO (N789H4) FOR MTRR REVIEW AND PROVIDE CURRENT STATUS OF ALL OPEN ACTION ITEMS. IN ADDITION PROVIDE ANY SUPPORTING PUBLICATIONS/DOCUMENTATION THAT WOULD ASSIST IN THE FACILITATING OF THIS REVIEW (I.E., MAINT PLANS, LSA DATA PREFERABLE IN ELECTRONIC MEDIA VICE PAPER COPY). ASSIST IN THE ADVISORY COMMITTEE AS NEEDED.
4. NAVMAC SHALL ENSURE MANPOWER DATA AND OTHER DATA AS APPLICABLE IS AVAILABLE FOR THE REVIEW REFERRED TO IN PARA 2.C AND ASSIST IN THE ADVISORY COMMITTEE AS NEEDED.
5. COURSE MODEL MANAGERS SHALL ENSURE COPIES OF ALL COURSE CURRICULA (INCLUDING ALL CBT PRODUCTS) CURRENT AND PROPOSED ARE AVAILABLE ON-SITE DURING MTRR.
6. SUCCESS OF REVIEW DEPENDS ON ACTIVE PARTICIPATION BY SENIOR AND SUPERVISORY PERSONNEL WHO ARE FULLY KNOWLEDGEABLE, EXPERIENCED AND CURRENTLY WORKING IN OPERATIONS OR TRAINING. PARTICIPANTS SHOULD BE PREPARED TO DISCUSS ALL REVIEW AND DEVELOPMENTAL FUNCTIONS, AND ALL ASPECTS OF THE TRAINING PROCESS.
7. ALCON: REQUEST DISSEMINATION TO, AND REPRESENTATION BY, PERSONNEL MEETING CRITERIA OF PARA SIX ABOVE. INFORMATION FOR THE ATRR PROCESS IS AVAILABLE ON THE INTERNET AT WWW.AVTECHTRA.NAVY.MIL, REFER TO FREQUENTLY ASKED QUESTIONS (FAQ).
8. TYCOMS WILL ENSURE THAT EACH WORKING GROUP HAS AT LEAST ONE REPRESENTATIVE FOR THE SKILLS/TRAINING TRACKS BEING REVIEWED. THESE REPRESENTATIVES WILL NOT PARTICIPATE IN MORE THAN ONE WORKING GROUP (I.E. GO FROM COMMITTEE TO COMMITTEE). EACH WORKING GROUP MUST HAVE AT LEAST 2 OR MORE FLEET/TAR SME'S, ONE WING REP AND SCHOOLHOUSE REPRESENTATIVES.
9. MCCDC SHALL AFTER COMPLETION OF THE WORKING GROUP SESSIONS; WILL SET ASIDE TIME TO REVIEW THE INDIVIDUAL TRAINING STANDARDS SYSTEM (ITSS) AND MAINTENANCE TRAINING MANAGEMENT EVALUATION PROGRAM (MATMEP) PACKAGE FOR APPLICABLE MOS'S. REQUEST WORKING GROUP SME'S BRING COPIES OF THE ITSS (MATMEP) PACKAGE AND BE PREPARED TO REVIEW AND SUBMIT CHARGES OR UPDATES. POC FOR (ITSS) MATMEP IS GYSGT P. L. JORGENSEN, AVIAITON TRAINING BRANCH (C473), QUANTICO, VA. COMM: (703) 784-3710, DSN (278).
10. NAMTRAGRU DET OCEANA IS DESIGNATED AS THE MTRR HOST COMMAND TO PROVIDE THE FOLLOWING:
- A. PRESENT BRIEF (15 MIN) ON TECHNOLOGY INFUSION. CONTENTS OF THE BRIEF SHOULD ADDRESS THE FOLLOWING AREAS:
 - 1. WHAT IS THE STATUS OF CBT (CAI/ICW) WHICH IS FIELDDED, DEVELOPED, PLANNED?

2. DOES CBT PLAY ON AMTCS FLEET TRAINING DEVICES?
3. DOES COMMAND/SCHOOL HAVE INTERNET ACCESS? DOES EVERY STAFF/INSTRUCTOR HAVE E-MAIL/WEB ACCESS?
4. DOES COMMAND/SCHOOL HAVE A WEB PAGE? WHAT TYPE OF TECHNICAL TRAINING LINKS ARE AVAILABLE?
5. HOW MANY ELECTRONIC CLASSROOMS ARE PLANNED? INSTALLED?
6. WHAT TYPE OF ELECTRONIC CLASSROOMS ARE PLANNED? (I.E., ADVANCED ELECTRONIC CLASSROOMS (AEC))
7. WHAT IS THE AVAILABILITY/UTILIZATION OF THE ELECTRONIC CLASSROOMS?
8. WHAT IS THE LIFECYCLE SUPPORT PLAN FOR THE TECHNOLOGY? (I.E. COMS)
9. IS THERE AN LEARNING RESOURCE CENTER? WHAT IS THE AVAILABILITY/UTILIZATION?
10. ANY OTHER PERTINENT ISSUES THAT COMMAND/SCHOOL WOULD LIKE TO HAVE ADDRESSED.

B. A CONFERENCE ROOM FOR MTRR KICK-OFF AND SUMMARY MEETINGS FOR 50-70 PEOPLE.

C. WORKING COMMITTEE ROOMS, (15-20) PEOPLE PER COMMITTEE.

D. ADVISORY COMMITTEE ROOMS, (15) PEOPLE.

E. POLICY COMMITTEE ROOMS, (10) PEOPLE.

F. INFOCUS TYPE PROJECTOR FOR LAPTOP CONNECTION (LAPTOP PROVIDED BY N789H), POWER STRIP FOR IN-BRIEF AND POLICY COMMITTEE (MTRR).

G. DEDICATED ADMINISTRATIVE SUPPORT TO INCLUDE HIGH VOLUME REPRODUCTION (PAPER AND TRANSPARENCY), DSN PHONES AND FAX CAPABILITIES DURING REVIEW.

H. LASER JET PRINTERS WITH CONSUMABLE SUPPLIES FOR THE POLICY COMMITTEE IN PLACE AND READY FOR OPERATION.

I. HOSTING MESSAGE OUTLINING MTRR COORDINATOR, BASE AND LOCAL BERTHING FACILITIES, AND MEETING LOCATION BY 15 MAR 01.

11. PROPOSED AGENDA:

MONDAY, 02 APR 2001

0900-0930	WELCOME ABOARD AND ADMIN REMARKS	HOST
0930-1000	IN-BRIEF	OPNAV
1000-1015	COMMITTEE ASSIGNMENTS	
1015-1045	COMMITTEE BRIEFINGS	
1045-1200	COMMITTEE MEETINGS	
1200-1300	LUNCH	
1300-1630	COMMITTEE MEETINGS	

TUESDAY 03 APR THROUGH THURSDAY 05 APR 2001

0800-1630	COMMITTEE MEETINGS	OPNAV
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FRIDAY, 06 APR 2001

0800-1200	COMMITTEE MEETINGS	
1400-1530	DEBRIEF	OPNAV

12. CNO POC:

MTRR: A. MGYSGT K. GRAVATT (N789H6), E-MAIL:

GRAVATT.KENNETH@HQ.NAVY.MIL, DSN: 664-7722; COMM: (703) 604-7722.

FAX: DSN 664-6939.

B. AZCS (AW) G. GREENLEE (N789H1A), E-MAIL:

GREENLEE.GARY@HQ.NAVY.MIL, DSN: 664-7743; COMM: (703) 604-7743. FAX: DSN 664-6939.//

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